

Michigan Department of Agriculture
Food and Dairy Division

**Special Transitory Food Unit (STFU)
Standard Operation Procedure (SOP) Worksheet**

Name of Owner: _____ Date: _____

Address: _____ City: _____

State, Zip Code: _____ Phone: () _____

Name of STFU: _____ License #: _____

Type of Unit: _____ Size of unit: _____

List support vehicles and offsite storage: _____

INSTRUCTIONS: Each question on this worksheet must be answered. Use additional pages if necessary.
In instances where the question asked does not apply to your STFU, write “not applicable” or “N/A”.

I. FOOD

A. Menu

List the food menu items to be served (or attach copy of menu):

B. Food Supply

All foods must be purchased from an **approved source**. List food suppliers from whom you will be purchasing your foods:

_____ The Code prohibits the use of food prepared at home, or the use of home canned foods. Please place your initials in the space to indicate that these foods will not be served.

C. Storage

Indicate the method(s) of **storage** for all boxed/canned food, vegetables produce, and raw/cooked meats when on site at an event:

D. Thawing

Thawing of potentially hazardous foods must be done using the following methods. List the space the food menu items, which will be thawed using each method.

Under refrigeration at 41°F _____

Submerged under running water at a temperature of 70°F or lower _____

As part of a continuous cooking process _____

E. Preparation

The Food Law of 2000 prohibits the bare hand contact of “ready-to-eat” foods. The definition of a *ready to eat food* is a food item that will not be washed or cooked again before being consumed. Indicate how you will handle ready to eat foods in your STFU:

Ready to eat food

Method of handling

e.g., sandwiches

gloves

Foodborne illness can occur when ready-to-eat foods become contaminated by raw animal foods, (such as raw chicken or beef). This is called cross-contamination. List steps that will be taken to prevent cross-contamination of ready-to-eat foods with raw meats:

F. Cooking

Indicate the cooking methods and final cooking temperatures for all potentially hazardous food items served:

e.g., hamburgers are cooked on the grill top to at least 155 degrees F. for 15 seconds

G. Cooling (if applicable)

Indicate the method(s) of cooling for all potentially hazardous food items, that will be cooled and later served.

e.g., soups, chili, sauces: Placed in shallow pan (<4 inches in depth) and allowed to cool off (uncovered) inside the reach-in freezer).

H. Reheating/Hot holding (if applicable)

Indicate the method(s) of reheating for all potentially hazardous foods being hot held.

e.g., Chicken breasts are reheated (>165 degrees F.) on the grill and then hot held in the steam well at (>140 degrees F.)

I. Cold holding

Indicate the method(s) of cold holding for all potentially hazardous foods served:

e.g., coleslaw and potato salad are put into covered individual containers and placed on ice so they are maintained at <41 degrees F.

II. WATER

An adequate supply of potable water must be available on-site for cooking and drinking purposes, and for cleaning and sanitizing equipment, utensils and food contact surfaces. List the source(s) of potable water and indicate how the water supply will be protected against backflow, back-siphonage or any cross-connection.

III. SEWAGE

Liquid wastewater (from sinks, ice machines, ice chests, mop water) must be properly disposed of via sanitary sewer or approved holding tank. Wastewater cannot be dumped into storms drains, waterways or onto the ground. Describe how you will dispose of wastewater.

IV. EMPLOYEE HYGIENE (MDA MICHIGAN FOOD LAW FACT SHEETS: MFL-4*, MFL-5*)

A. Hand washing is essential to preventing foodborne illness. If your food employees are unable to wash their hands per MFL-5*, indicate how hands will be washed:

B. Indicate how you will provide toilet facilities for your food employees:

C. List how the requirements for Food Employee Personal Hygiene outlined on MFL-4* will be met:

e.g., RDB Concessions provides hairnets and hats to all its employees, and they will be worn by the food employees at all times.

V. EMPLOYEE HEALTH (MDA MICHIGAN FOOD LAW FACT SHEET: MFL-3*)

A. List how the requirements for Food Employee Health outlined on MFL-3 will be met:

VI. CORRECTIVE ACTIONS

- A. List corrective plans of action when deviations from the above procedures are discovered:

e.g., ice runs out; Action: potato salad is discarded and none prepared until ice is available.

VII. UNUSUAL SITUATIONS

Please indicate any additional Standard Operating Procedures unique to your STFU that have not been addressed:

SUBMISSION AS SOP

If your SOPs are simple, you may be able to submit this completed worksheet as your SOPs for review. By signing this document, you are creating a Standard Operating Procedure which you are expected to follow when operating.

Prepared by:
Printed Name _____ Date _____

Signature: _____ Title: _____

When completed and approved by the MDA or a Local Health Department, this worksheet will serve as a Standard Operating Procedure, in accordance with Michigan Food Law, Act 92 of P.A. 2000. As such, you must follow the procedures outlined herein and failure to do so may result in administrative action.

You must keep this approved SOP in your unit at all times of operation

Reviewed by (Sanitarian) _____ Date _____

Approved _____

Rejected _____

Approved with stipulations _____

*Food safety information and Michigan Department of Agriculture
Michigan Food Law (MFL) fact sheets are available from the Michigan
Department of Agriculture's web page:

<http://www.michigan.gov/mda>

Follow the food and food safety links